



TOWN OF WESTFORD  
BUILDING DEPARTMENT  
TOWN HALL  
55 Main Street  
WESTFORD, MA 01886  
(978) 692-5524 FAX (978) 692-9607

Permit # \_\_\_\_\_  
Check # \_\_\_\_\_  
Fee Paid \_\_\_\_\_  
Date \_\_\_\_\_

## SIGN PERMIT

Application **MUST** be submitted with plans, drawings, color renderings, and sketches of sign and building/unit/store-front (if applicable). For freestanding pole signs, a plot plan **MUST** accompany this application. Permit is subject to approval by both the Zoning Authority and Building Commissioner.

Check One: **\*\*A sketch and color rendering of the sign MUST be included\*\***

- ☐ New  
☐ Replacement of Existing Sign

Location: \_\_\_\_\_  
Owner Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel # \_\_\_\_\_  
Contractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel # \_\_\_\_\_  
Estimated Cost: \_\_\_\_\_  
Sign Material Type: \_\_\_\_\_  
Source of Illumination: \_\_\_\_\_  
Dimensions: \_\_\_\_\_  
Setbacks: front \_\_\_\_\_ side \_\_\_\_\_  
Building Dimensions: height \_\_\_\_\_ building/unit/store-front width \_\_\_\_\_  
Location and Brief Description of **other** signs located on property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner or Authorized Representative

\_\_\_\_\_  
Approved/Disapproved by Zoning Authority \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Approved/Disapproved by Building Commissioner \_\_\_\_\_ Date \_\_\_\_\_

Date Issued: \_\_\_\_\_